

February 18, 2022

Enclosed you will find your 2022 City of New Orleans Alcoholic Beverage Outlet Renewal form. Please note that all businesses are required to submit items 1-4:

1. The ABO RENEWAL AND UPDATE FORM (pages 3 & 4) completed and notarized
2. Tax Clearance form from the City of New Orleans Department of Finance, Bureau of Revenue (If not received: email [revenue@nola.gov](mailto:revenue@nola.gov))
3. Tax Clearance form from the Louisiana Department of Revenue, located at 1450 Poydras St, Suite 850, New Orleans, LA. State LDR can be contacted at 504-568-7028
4. Renewal fees (\$1000 Processing Fee, \$500 for high content and \$135 for low content)
5. Lease (if changed since last renewal)
6. Site Plan/Floor Plan (if changed since last renewal)
7. Litter abatement plan (if changed since last renewal)
8. Restaurant or Bar Use Standard form (if changed since last renewal)

You can now file you 2022-2023 ABO Renewal 4 different ways:

1. **Online** on the One Stop website: <https://onestopapp.nola.gov/>
  - a. When filing online, please complete pages 4-5 of this document and attached a completed scanned copy as part of your online application.
  - b. Payment can be made online via credit card or mailed in.
2. **Email** renewal application to [abo@nola.gov](mailto:abo@nola.gov)
  - a. Emailed renewals will be sent a link for online payment prior to processing or can be mailed in.
3. **Mail** the renewal application along with payment and renewal documents to-- Attention: ABO Processing 1300 Perdido Street, Rm 7W03 New Orleans, La 70112
  - a. Invoices and receipts will be emailed after processed.
4. **Drop-off** the application along with relevant documents and fees to-- Attention: ABO Processing 1300 Perdido Street, Rm 7W03 New Orleans, La 70112
  - a. Invoices and receipts for payment will be mailed out after processed

Completed renewal application are due on Monday, April 1, 2022 per Chapter 10 Section 132(b) of the Code of the City of New Orleans. Incomplete applications received Friday, April 5, 2022, will be assessed a late fee of \$33.75 per month on low-content alcohol permits and \$25 per month on high-content alcohol permits.

The Zoning Division of Safety and Permits will be reviewing all renewals for compliance with applicable portions of the Comprehensive Zoning Ordinance and Chapter 10 of the Code of the City of New Orleans. Additional information may be required during the renewal process as part of this review. If there are unresolved violations at the location, the ABO Renewal will not be issued until all violations are remedied.

## 2022-2023 ABO ANNUAL RENEWAL PACKET

### INSTRUCTIONS

#### 1. COMPLETE THE ABO RENEWAL AND UPDATE FORM

Have you double-checked your application (3-4) that ALL fields are complete, all questions have been answered and the application is signed and notarized (page 5)?

#### 2. COLLECT AND ATTACH THE ITEMS LISTED BELOW TO YOUR APPLICATION

#### 3. SUBMIT THE COMPLETED APPLICATION AND ATTACHMENTS by filing online at <https://onestopapp.nola.gov/>, email at [abo@nola.gov](mailto:abo@nola.gov), mail or in person at:

Attn: ABO Processing  
City of New Orleans, One Stop  
1300 Perdido St., 7W03  
New Orleans, LA 70112

### OVERVIEW OF ITEMS TO SUBMIT WITH APPLICATION

(\*Only required if changes have occurred since last renewal)

- |  |   |
|--|---|
| 1. ABO RENEWAL AND UPDATE FORM                             | 4. Renewal fees                             |
| 2. Tax clearance form from City's Bureau of Revenue        | 5. Executed copy of lease*                  |
| 3. Tax clearance form from Louisiana Department of Revenue | 6. Updated Floor/Site Plan*                 |
|  | 7. Updated Bar or Restaurant Use Standards* |
|  | 8. Updated Litter Abatement Plan*           |

### ATTACHMENTS DESCRIBED AND EXPLAINED

- Completed, signed ABO RENEWAL AND UPDATE FORM (pages 3-4 of this packet)
- Tax clearance from City of New Orleans Bureau of Revenue – this was mailed to current ABOs in February of 2022. If you did not receive a tax clearance by mail, one may be obtained in person located on the first floor of City Hall at 1300 Perdido St., Rm 1W15, New Orleans, LA between 8AM and 5PM Monday through Friday, by fax to 504-658-1606 or by email to [revenue@nola.gov](mailto:revenue@nola.gov). The Alcoholic Beverage Unit of the Bureau of Revenue can also be contacted at 504-658-1674.
- Tax Clearance from the Louisiana State Department of Revenue and Taxation located at 1450 Poydras St, #850, New Orleans, LA. State LDR can be contacted at 504-568-7028.
- Renewal fees, in accordance with Chapter 10-122 of the City Code of New Orleans.

#### NON-REFUNDABLE RENEWAL FEES

	"Liquor & Beer"	"Beer Only"
Low content: 6% and lower by volume	\$135	\$135
High content: 6% and higher by volume	\$500	-0-
Processing Fee	\$1000	\$1,000
<b>Total</b>	<b>\$1,635</b>	<b>\$1,135</b>

IN-PERSON PAYMENT Checks, Cashier's Checks and Money Orders. Please make all checks and money orders payable to City of New Orleans.

ONLINE PAYMENT MasterCard, Discover, and Visa. You can pay online by logging in at [onestopapp.nola.gov](https://onestopapp.nola.gov) and searching for this item by application or invoice number after it has been entered into the system.

#### 5. Executed copy of your lease for the upcoming year/lease period

- Note: the lease or management agreement must be between the landowner and applicant: not an individual member/shareholder/partner, etc.

6. Floor Plan/Site Plan (Only required if any changes have been made)

The entire area that will be occupied by the proposed business needs to be submitted with clear rooms labeled, measurements of all walls of attached and unattached buildings, property lines, doors, windows, patios, holding bars, stages, tables, seating/chair arrangements, food preparation areas and equipment, restrooms, amusement devices, emergency exits and lighting locations, back of house operations, and any other related features.

Note: Diagram must be large enough to be legible, at least 8 ½" by 11"(letter size).

7. Acknowledgement of [Bar Use Standard](#) form or [Restaurant Classification](#) form per CZO 20.3.G and 20.3.ZZ (Only required if any changes have been made)

8. Updated Litter Abatement Plan approved by the Department of Sanitation (email: [Sanitation@nola.gov](mailto:Sanitation@nola.gov) for more info) Waste disposal and grease trap contracts should be attached. (Only required if any changes have been made)

## ABO RENEWAL AND UPDATE FORM

### BUSINESS INFORMATION

Legal Name of Business \_\_\_\_\_ City Account # \_\_\_\_\_

Trade Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_ 2021-2022 ABO No \_\_\_\_\_

Mailing Street Address (if changing) \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Name \_\_\_\_\_ Contact Phone(s) \_\_\_\_\_

Contact Email \_\_\_\_\_ Relationship to Business \_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

1. Have any changes to the floor plan or layout of your business occurred in the past year? ☐ Yes ☐ No
2. Have business hours changed in the past year? ☐ Yes ☐ No
3. Has live entertainment been added in your business in the past year? ☐ Yes ☐ No

If you answered YES to any of the above, please submit the updated Plot Plan/Layout AND Acknowledgement of Bar or Restaurant Use Standards.

4. Please confirm the following for our records.
  - a. CONTENT OF ALCOHOL SOLD ☐ Low Alcohol (beer) ☐ High Alcohol (wine/liquor)
  - b. SALES TYPE ☐ On premise ☐ Off premise
5. Does more than 50% of your business' sales come from the sale of alcoholic beverages? ☐ Yes ☐ No

### OWNER/AGENT CONTACT UPDATE

If any contact information for any owner or agent of your business has occurred, please use the fields below to update their contact information. If no contact information changed, please leave these fields blank.

Owner/Agent Name \_\_\_\_\_ Relationship to Business \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

Owner/Agent Name \_\_\_\_\_ Relationship to Business \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

Mailing City \_\_\_\_\_ Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

## ABO RENEWAL AND UPDATE FORM

### AUTHORIZATION TO ACKNOWLEDGMENTS & AFFIDAVIT

All information obtained as a result of your acknowledgement below will be used in all areas of this application process and any renewals thereof, including the hearings before the Alcoholic Beverage Control Board, or any appeals therefrom. **The below must be signed by:** If the applicant is an Individual, the same Individual; If the applicant is a Partnership, each Partner; If the applicant is a Corporation, an Officer/Director; If the applicant is an LLC, an Officer/Director/Member.

STATE OF LOUISIANA, PARISH OF ORLEANS

I do acknowledge and attest:

1. that I prepared and signed the above and foregoing and all required attachments in support of updating or renewing an alcoholic beverage permit application made to the City of New Orleans by the business applicant stated herein;
2. that the signature appearing herein is my own, of my own, freely and voluntarily, and is for the intent and purposes herein expressed, and that I swear that the information provided is true and correct.
3. that the applicant for this license and its members meet all qualifications and conditions of Chapter 10 of the Code of the City New Orleans;
4. that the I understand that any change in ownership or membership in the business applied for must be reported immediately to the City of New Orleans;
5. that pursuant to Chapter 10 Sections 10 and 115 of the Code the City of New Orleans, any person, agent, or employee of any person who shall make a false oath to any report or application required by the provisions of the Code shall be guilty of the crime of false swearing and such an action may constitute a violation of Sec.10-6(4) "Concealing violations" serving as a basis for revocation of any license or permit obtained pursuant to this application.
6. that Chapter 54 Section 401 and 492 of the Code of the City of New Orleans and the International Building Code, as adopted in Chapter 26 of the Code of the City of New Orleans, restrict the serving of alcoholic beverages onto the sidewalk and right of ways or in any manner causing the obstruction of the same;
7. that any temporary change of use including the temporary addition of bars or counters requires separate and additional approval pursuant to Chapter 10 Section 52 of the Code of the City of New Orleans and Section 21.8 of the New Orleans Comprehensive Zoning Ordinance; and
8. that any permanent changes to the layout, operating hours, floor space used, security plans, noise production, or alteration of the business location of a retailer who offers consumption on premises will require that a revised the Acknowledgement of Bar Use Standards or the Acknowledgement of Restaurant Use Standards must be submitted to the Department of Safety of Permits for review prior to implementation.

Further, I hereby acknowledge by signature below, that I authorize the Police Department and its agents or employees to release to the Department of Safety and Permits, Department of Finance, Law Department of the City of New Orleans and agents or employees thereof, information received as a result of this application, including but not limited to police reports, arrest records, and any other documentation which makes reference to me. I do further agree to relieve, release, and indemnify the New Orleans' Police Department, Department of Safety and Permits, Department of Finance, Law Department and all agents or employees thereof from any and all liability as a result of the release of this information.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
Notary Public Signature

My commission is for \_\_\_\_\_